



THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

Bill To:
Dept of Land and Natural Resources
Bureau of Conveyances
1151 Punchbowl Street, Room 120
Honolulu, HI 96813

Dept of Land and Natural Resources

Notice of Award for Indefinite Quantity Contract

Notice of Award for Indefinite Quantity
Contract
ID2014000049
Agency Internal PO Nbr:
465-012

Bureau of Conveyances Request for Records Management Services

DELIVER TO:

Dept of Land and Natural Resources
Bureau of Conveyances
1151 Punchbowl Street, Room 121
Honolulu, HI 96813
debbie.m.cheong@hawaii.gov

Date: Wed Aug 21, 2013
Quoted By: Todd Tokunaga
F.O.B.: Destination
Terms:

VENDOR:

CROWN RECORDS MANAGEMENT
600 Kahelu Ave
Mililani, HI 96789
Attn: Business Development Manager
Vendor Nbr: 465-012
ttokunaga@crownew.com
Phone: 808-222-3134
Fax: 808-623-4277
eCommerce ID: P00000108385

Start of Service Date Thu Aug 22, 2013

End of Service Date: Mon Aug 22, 2016

RFQ#: Q2013001482
DOC#: D2013002154

Contact: [LAURA STEVENS](#) 808-587-0407

Buyer: [LAURA STEVENS](#) 808-587-0407

Item No	Description	Quantity UOM	Unit Price	Extension
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		\$31,727.73

	Total:	31,727.73		
Transaction Fee	The Transaction Fee shown is an Estimate of fees based on the estimated dollar value of this contract. SicommNet will bill, via separate invoice, the actual 0.85% (0.0085) Transaction Fee, capped at \$5000 , based on required vendor sales reports as outlined in the Solicitation Instructions and Terms and Conditions and SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..		269.69 est.	
Blanket Comments:				
Item No	Description	Quantity UOM	Unit Price	Extension
	<p>MANAGEMENT SERVICES Records Management Services (Including Document Management Services which also includes Technology Integration)</p> <p>The following is a summary of the scope of work. OFFEROR MUST DOWNLOAD ATTACHED SOLICITATION to view the full request for quotes solicitation to ensure have full details of the solicitation and requirements to submit an quote.</p> <p>SCOPE OF WORK Work under this contract covers records management and storage of approximately 3,200 cartons of original Land Court documents. The work includes, but is not limited to, maintaining an inventory, retrieving and delivering document files or cartons to the Bureau of Conveyances (BOC), Department of Land and Natural Resources (DLNR) and returning/re-filing document files and cartons from the BOC to the Contractor's storage facility, when ordered by BOC staff on the approved list. BOC is located in the Kalanimoku Building, 1151 Punchbowl Street, first floor, Honolulu, Hawaii. Contractor shall furnish all labor, materials, supplies, equipment, and facilities necessary to perform the work hereunder.</p> <p>Documents are currently stored in approximately 3,200 corrugated cartons (single wall, 15"x12"x10") at Pro-File Records System, 94-242 Kalaeloa Boulevard, Kapolei, HI 96707.</p> <p>If there is a change of contractor, the successful offeror, within two (2) days after receipt of the Notice to Proceed, shall contact the Contract Administrator to coordinate pick up of stored cartons at Pro-File Records System for delivery to Contractor's facility. Contractor awarded this contract shall deliver 20 pallets to Pro-File Records System who will record each box number before it is loaded onto the pallets. When contractor picks up loaded pallets, he will drop off another 20 pallets until the transition is completed. Removal of cartons from Pro-File Systems shall be completed within fourteen (14) working days.</p> <p>CONTRACTOR'S FACILITY</p>			

001

Location of Warehouse: Contractor's warehouse facility shall be located on the island of Oahu.

Condition of Warehouse: Contractor's warehouse facility shall be secure, clean and organized. Contractor shall ensure cartons are protected from excessive dust, dirt, vermin infestation and humidity and from getting wet or warped.

Security: BOC records shall be protected from loss. Contractor's storage facility shall have a monitored fire alarm and sprinkler system. Storage facility for BOC's documents shall be equipped with internal and external security monitors and 24-hour central alarm system service.

Contractor shall ensure that access to BOC documents is limited to its records management personnel only and the Contract Administrator or his/her authorized representative.

Inspection of Facility: Prior to award, the Contract Administrator or his/her authorized representative may elect to conduct a physical inspection of the bidder's warehouse facility. During the contract period, the Contract Administrator may inspect the Contractor's records storage facility to ensure compliance with specifications.

HOURS OF OPERATION AND DELIVERY SERVICE

Services shall be available between the hours of 7:45 a.m. to 4:15 p.m., Monday through Friday, excluding State holidays.

Delivery Service: Contractor shall provide services within the time frames listed below.

a.

Request(s) emailed by BOC before 12:00 p.m. for pick-up and/or delivery will be completed no later than 4:00 p.m. the same day.

b. Orders emailed after 12:00 p.m. but before 4:00 p.m. will be delivered the next morning.

Rush Delivery: Delivery shall be complete within two (2) hours if emailed order is placed by authorized BOC personnel before 2:00 p.m.

INVENTORY

The Contractor shall index and inventory each carton against the BOC carton number. The initial inventory report shall be submitted to the Contract Administrator, BOC, within ten (10) business days after retrieval of cartons from Pro-File Records Systems has been completed. Thereafter, the Contractor shall submit annual inventory reports(s) to the Contract Administrator within seven (7) days after the end of the contract period.

CHANGE OF CONTRACTOR

In the event a change of Contractor necessitates a change of warehouse location, it shall be the Contractor's responsibility, in accordance with a time schedule

3
YEAR

\$10,575.91

\$31,727.73

prepared by the Contract Administrator, to prepare the cartons in his/her custody for permanent removal. The contractor shall stack the cartons on the loading dock for pickup and transport by the successor Contractor.

It shall be the new Contractor's responsibility, also in accordance with a time schedule prepared by BOC, to pickup the cartons from the incumbent's loading dock, and transport the cases to the new Contractor's warehouse, unload and stack for storage within the warehouse facility.

The incumbent Contractor shall submit a final inventory report to the Contract Administrator within seven (7) days after the end of the contract period.

LIABILITY INSURANCE

Liability Insurance will be required.

TERM OF CONTRACT

Contract shall be for three (3) years commencing from the official commencement date stated on the Notice of Award. The BOC will have the option to extend this contract for a one (1) or two (2) year period at the same rates quoted for the original three year contract.

The above is a summary of the scope of work. OFFEROR MUST DOWNLOAD ATTACHED SOLICITATION to view the full request for quotes solicitation to ensure have full details of the solicitation and requirements to submit an quote.

RFQ TIMELINE:

QUESTION & ANSWER - The deadline for questions and answers will be: 7/2/2013

All questions must be sent directly to Kelsi Takabayashi, Administrative Services Assistant of the BOC via email at kelsi.k.takabayashi@hawaii.gov. All questions and answers will be posted through HePS on: 7/10/2013. If further clarification regarding the specifications of this contract is warranted, BOC, at its discretion, may schedule a teleconference call.

DEADLINE TO SUBMIT QUOTES – July 16 by 4:30pm

Quotes must be submitted on HePS and using the attached excel spreadsheet "2013-06-25_Storage Records Management Contract Quote" format. If there are any questions on using this form e-mail Kelsi Takabayashi at the e-mail address listed above. (958-82) (nt)

General Comments:

BOC Records Management Services awarded to lowest price from responsible offeror.

Instructions:

Freight / Handling Included in Price

1: AWARD NOTICE: Unless otherwise stated, this document is an award notification only. The actual contract document or purchase order will be sent under separate cover. Contractor should not proceed with the ordering

or delivering of goods or commence any portion of the services contracted until an agency issued contract, purchase order, and/or notice to proceed is received. DO NOT DUPLICATE DELIVERY OF ORDER.

2: SALES/SERVICES REPORTS:

This award requires that quarterly sales reports be submitted to the contracting agency and SicommNet indicating the total quantity of goods sold or services provided to the agency on this award.

Reports are due no later than 30 days after the end of the fiscal quarter (November 1, February 1, May 1, and August 1). The first report shall be due at the end of the first quarter after contract award. Reports should be sent to the contracting agency indicated in this solicitation and to SicommNet at vendorreports@sicomm.net.

Failure of the Contractor to submit the reports as required may result in termination of the contract.

Signed By: JULIET KAZANJIAN

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